

Stationery and Fonts

This area is used to change the background area for the message as well as change the font type and font color for messages.

- ✦ Click the **File Tab** to display **Backstage View**.
- ✦ On the left side of the window, click the **Options** button under **Help**.
- ✦ The **Outlook Options** window will display.
- ✦ Click the **Mail** tab.
- ✦ Click the **Stationery and Fonts** button.

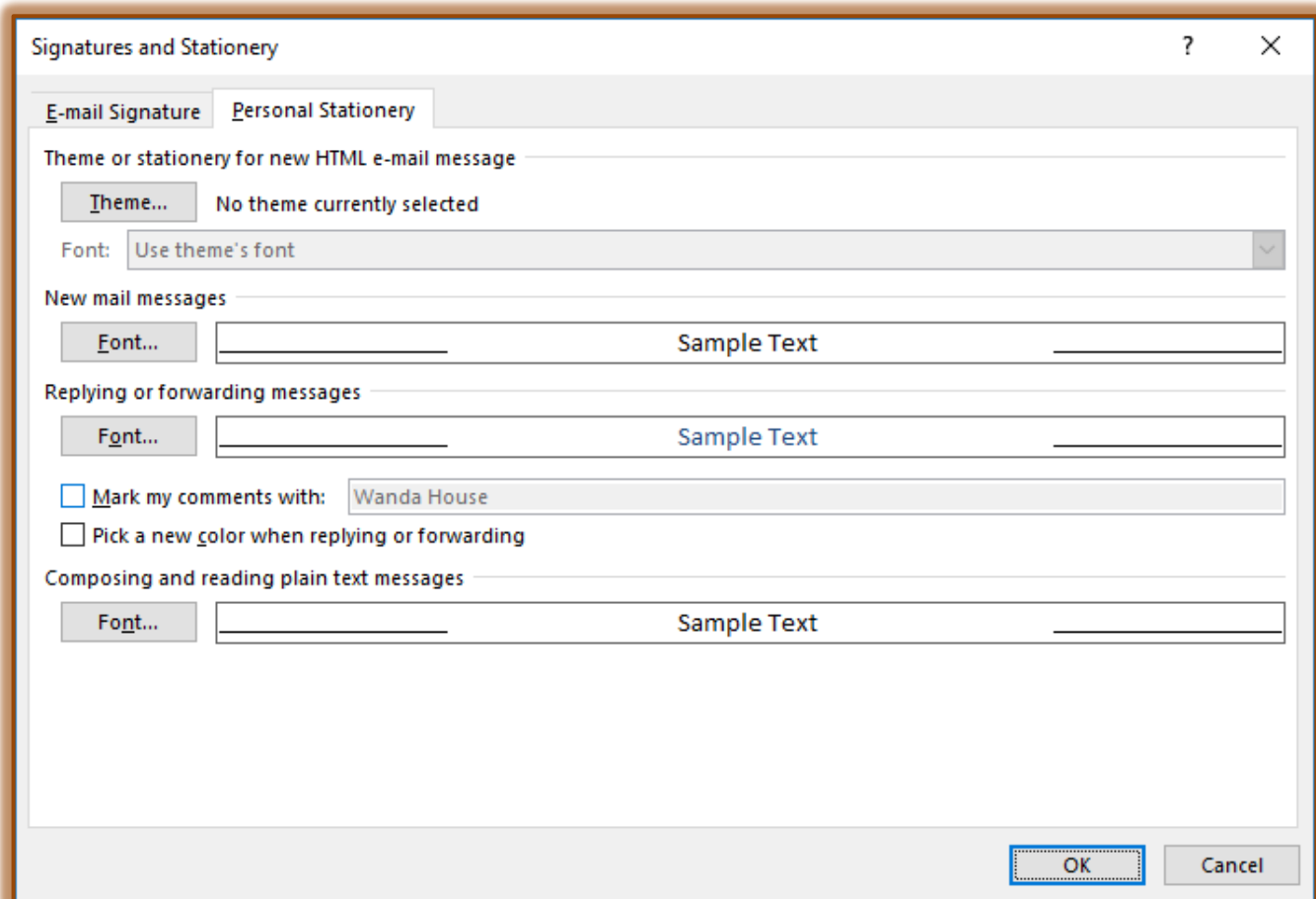
Office Account
Options
Exit



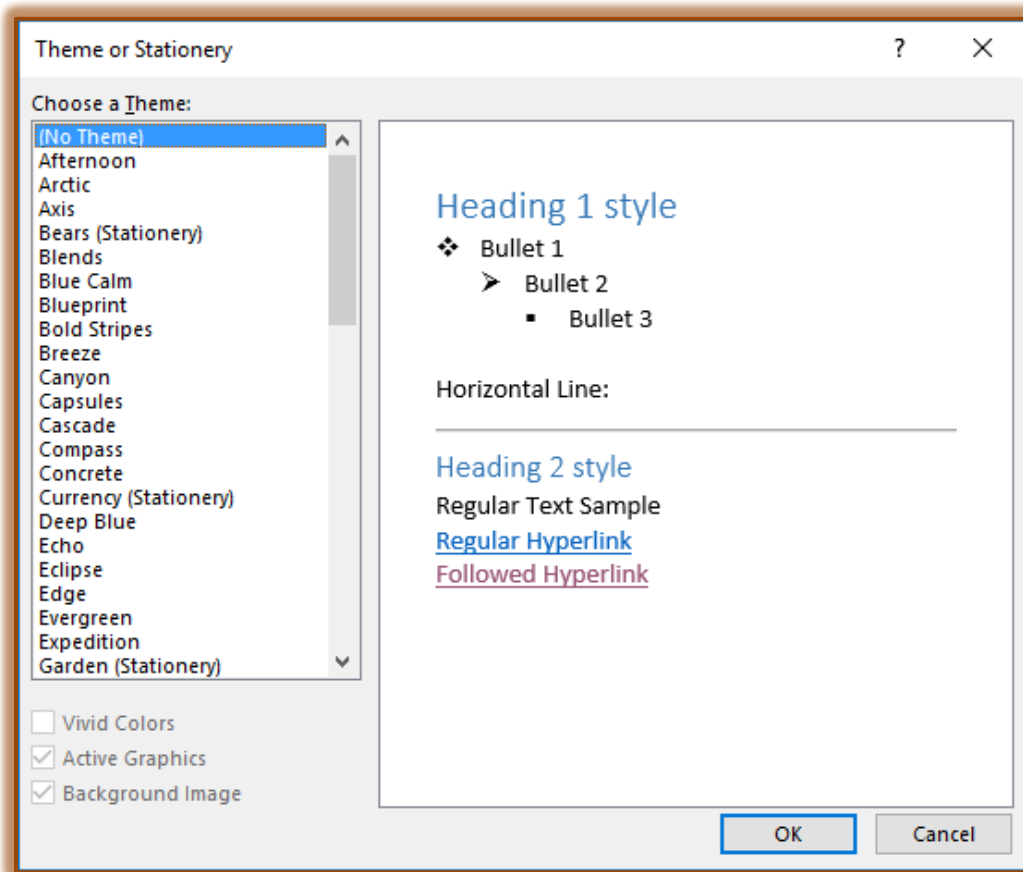
Use stationery to change default fonts and styles, colors, and backgrounds.

Stationery and Fonts...

- ✦ Click the **Stationery and Fonts** button to open the **Signatures and Stationery** dialog box with the **Personal Stationery** tab selected.



- ✦ Click the **Theme** button to select a new theme for the message box.
- ✦ The **Theme or Stationery** dialog box will open (see illustration on next page).
 - ✦ Under **Choose a theme**, click one of the available options.
 - ✦ A view of the theme will appear in the right frame under **Sample of Theme**.
 - ✦ Once you decide on a theme, click the **OK** button to close the dialog box.



- ✦ Under **New Mail Messages**, click the **Font** button.
 - ✦ The **Font** dialog box will display.
 - ✦ Choose any of the **Font** items to change them.
 - ✦ Click the **OK** button to apply the changes.
- ✦ Click the **Font** button under **Replying or Forwarding Messages** to specify the font for any replies or for forwarding a message.
 - ✦ The **Font** dialog box will display.
 - ✦ Select the **Font** options for the messages.
 - ✦ Click the **OK** button to apply the options.
- ✦ Click either of the two check boxes to select those items.
- ✦ Specify any other options and then click **OK** to exit the window.